

Georgette Golosino

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To obtain a position that will enable me to utilize my skills as well as contribute to the organization's goals and which would provide opportunities for career advancement and personal growth.

Work Experience

Accounting Clerk (Regional Head Office in Mindanao)

Supervalu, Inc. Supermarket at SM City Davao

July 2019 to November 2019

- A working knowledge using SAP ERP software
- Processing of supplier payables through SAP ERP software
- Daily check and email replies from the main head office
- Receiving supplier calls concerns
- Develop and maintain positive working relationships with the client personnel, co-workers and all levels of staff and management
- Processing of managers check and auto financial proposal and prosum
- A working knowledge of wage and hour laws
- Auditing security attendance sheet from the Human resource management
- Auditing goods sold in supermarket
- Calculation of daily income through cash receipts from cashiers
- Inventory of goods from the warehouse with the administrative department
- Processing back pay copies to the previous employees
- Processing of sales draft from the affiliates
- Checking of price discrepancies from SAP
- Counter costing of prices from SAP to receipts
- Printing of deductions from SAP to the suppliers

I hereby certify that the above information is true and correct to the best of my knowledge, beliefs and abilities.

Bookkeeper

Cainglet & Co. CPA's

February 2017 to December 2017

- Checking amount balances posted in the general ledger
- Processing of receipts stamping
- Processing of deposits, expense, and bank payments from the clients
- Computation of record transactions and post debits

Education

Bachelor of Science in Accountancy in Accountancy

University of Mindanao - Davao City
2017 to 2019

Bachelor of Science in Accounting Technology in Accounting Technology

Holy Cross of Davao College - Davao City
2013 to 2017

Skills

ACCOUNTING, HIGHLY ORGANIZED

Additional Information

PERSONAL SKILLS

- Computer Literate
- Highly organized and efficient
- Ability to work independently or part of a team
- Knowledgeable in Fundamental Accounting Concepts